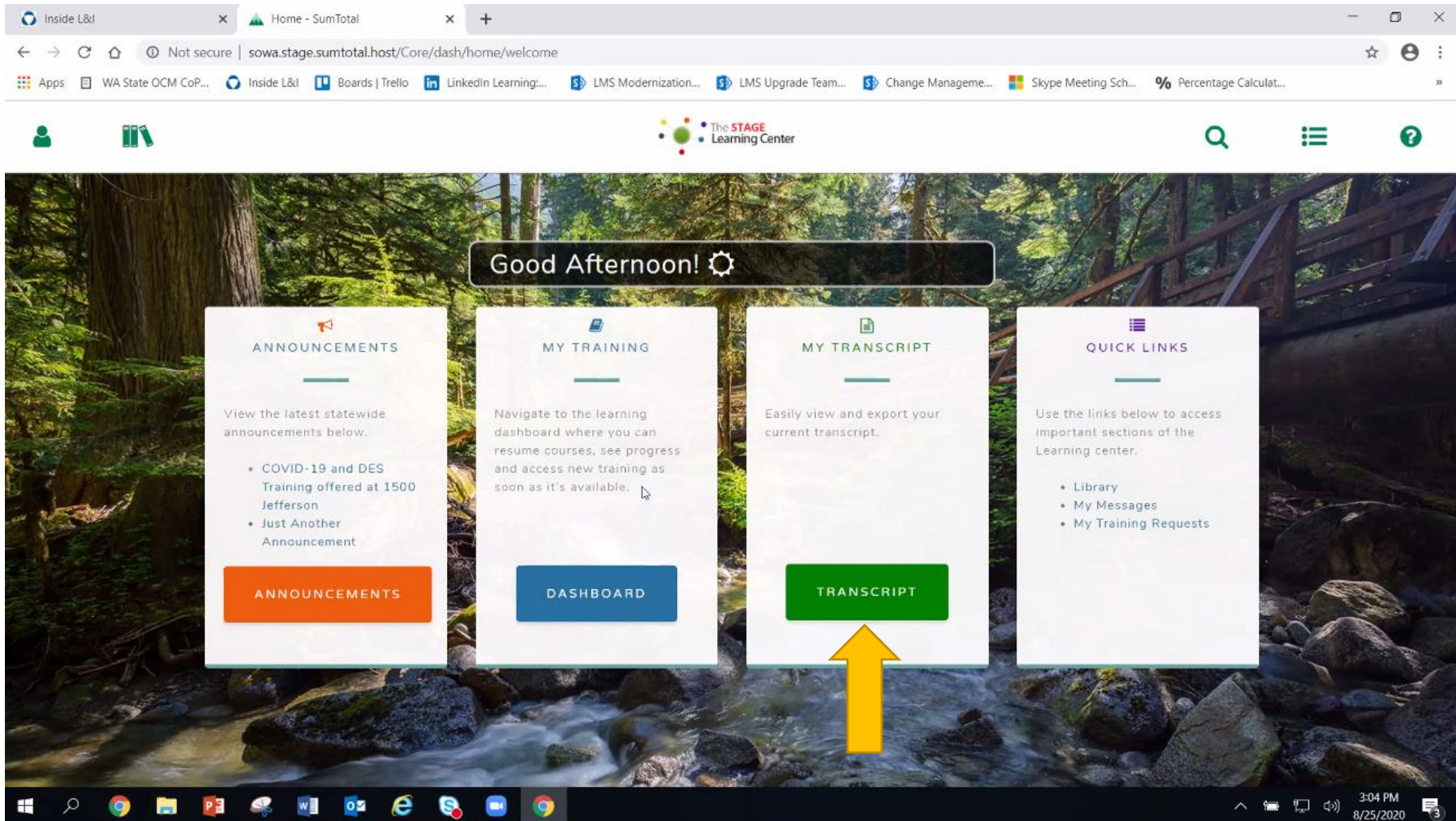


How to print a Learner Transcript

Click on the **Transcript** button on the “My Transcript” section on the home page.



The screenshot shows a web browser window with the URL `sowa.stage.sumtotal.host/Core/dash/home/welcome`. The page features a header with the Washington State Learning Center logo and navigation icons. The main content area is a dashboard with a background image of a forest stream. A dark banner at the top of the dashboard says "Good Afternoon!" with a gear icon. Below this are four white cards: "ANNOUNCEMENTS", "MY TRAINING", "MY TRANSCRIPT", and "QUICK LINKS". The "MY TRANSCRIPT" card has a green "TRANSCRIPT" button at the bottom, which is highlighted by a large yellow arrow. The "MY TRAINING" card has a blue "DASHBOARD" button. The "ANNOUNCEMENTS" card has an orange "ANNOUNCEMENTS" button. The "QUICK LINKS" card lists "Library", "My Messages", and "My Training Requests".

Good Afternoon! ⚙️

ANNOUNCEMENTS

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson
- Just Another Announcement

ANNOUNCEMENTS

MY TRAINING

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

DASHBOARD

MY TRANSCRIPT

Easily view and export your current transcript.

TRANSCRIPT

QUICK LINKS

Use the links below to access important sections of the Learning center.

- Library
- My Messages
- My Training Requests

After clicking on the “Transcript” button, you are directed to the page below.

You have the ability to access all or some records from your transcript by year or by defining select dates.

Click on the drop down menu with “Date Range” as the first option shown to access information from your transcript.

The STAGE Learning Center

1

TRAINING TRANSCRIPT

PRINT

EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range

Start Date

9/20/2019 02:52pm

End Date

9/20/2020 02:52pm

REFRESH

IMELDA R ANG

List of completed activities from 9/20/2019 to 9/20/2020

Username:

00291164

Primary domain:

Department of Labor & Industries (L&I)

Manager:

Kelly LYN Hillman

E-mail:

ang235@LNI.WA.GOV

Primary organization:

L&I HUMAN RES ILD



SELF-REPORTED TRAINING


Activity	Completion Date	Estimated Credit Hours	Score
External Vendor Training (self-reported): Test Conference	8/14/2020		




Clicking on the “Date Range” drop down menu will expand the list.

The first entry is “All” followed by every year you have recorded training from trainings you have received from the department, trainings from DES and Outside Vendor Training.

The earliest year that will be available to you would be the first year of your recorded training.







TRAINING TRANSCRIPT

PRINTEXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range

All

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2003

2002

2001

End Date

9/20/2020 02:52pm

REFRESH

E-mail:
ang235@LNI.WA.GOV

Primary organization:
L&I HUMAN RES ILD

TRAINING

	Completion Date	Estimated Credit Hours	Score
Training (self-reported): Test Conference	8/14/2020		



Click “All” from the drop down list.


You will immediately see your screen refresh itself. Your most current training records will be on display.




Click on the “Print” button to get a printed copy. You have to choose a printer. The default setting is “Microsoft Print to PDF.”

OR

Click on the “Export to PDF” button to get an electronic copy of your transcript. Using this option allows you to download a copy of the file in a PDF format.







TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

All

IMELDA R ANG

Username:

Primary domain:
Department of Labor & Industries (L&I)

Manager:
Kelly LYN Hillman

E-mail:
ang235@LNI.WA.GOV



Primary organization:
L&I HUMAN RES ILD

ACTIVITIES

Activity	Completion Date	Estimated Credit Hours	Score
L&I Who Wants to be a Purchase Card User?	4/13/2019	0	90
L&I Telephonic Interpretation Services	4/13/2019	0	90
WA-State Respect in the Workplace	2/12/2019	0	0
WA-State Purchasing and Procurement 101 Module 1	2/1/2019	0	90
L&I Leg 102 - How to Write a Bill Analysis and a Fiscal Note - 2019	1/2/2019	0	
Leg 102 - How to Write a Bill analysis and a Fiscal Note	1/2/2019		



PRINT


EXPORT TO PDF






TRANSCRIPT ACTIVITY DETAILS

Note: The title of each training activity on your transcript is a hyperlink. Click on each activity title to reveal details of the activity.







TRAINING TRANSCRIPT

PRINT

EXPORT TO PDF

Select a year or date range to filter completed training records.

All

IMELDA R ANG

Username:

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Department of Labor & Industries (L&I)

Manager:
Kelly LYN Hillman

E-mail:
ang235@LNI.WA.GOV

Primary organization:
L&I HUMAN RES ILD

ACTIVITIES

Activity	Completion Date	Estimated Credit Hours	Score
L&I Who Wants to be a Purchase Card User?	4/13/2019	0	90
L&I Telephonic Interpretation Services	4/13/2019	0	90
WA-State Respect in the Workplace	2/12/2019	0	0
WA-State Purchasing and Procurement 101 Module 1	2/1/2019	0	90
L&I Leg 102 - How to Write a Bill Analysis and a Fiscal Note - 2019	1/2/2019	0	
Leg 102 - How to Write a Bill analysis and a Fiscal Note	1/2/2019		

The screen below is an example of what details are included in the training record when the title of the activity is selected.

The screenshot displays the training record for the course "L&I WHO WANTS TO BE A PURCHASE CARD USER?". The header includes a user profile icon, a book icon, the "The STAGE Learning Center" logo, a search icon, a notification icon with a red "1", and a help icon. The course title is "L&I WHO WANTS TO BE A PURCHASE CARD USER?" with a status of "ATTENDED", a duration of "1 Hour(s)", and a "REGISTER AGAIN" button. The completion status is "100%". The main content area is divided into "DETAILS" and "ACTIVITIES" tabs. The "DETAILS" tab is active, showing sections for "Full Description", "Schedule and Pricing", "Additional Information", and "Training Credits". A yellow arrow points to the "The STAGE Learning Center" logo.

Online Course
L&I WHO WANTS TO BE A PURCHASE CARD USER? ATTENDED 1 Hour(s)
[Attempt History](#)

Completion Status
100%
REGISTER AGAIN

L&I Who Wants to be a Purchase Card Us...

DETAILS ACTIVITIES

▼ Full Description
This training is required for all employees who fit in one or more of the user roles, within 60 days of assuming duties.

▼ Schedule and Pricing
Below are the details about this activity including schedule and pricing information.
Estimated cost: 0.00 USD
Estimated duration: 1 Hour(s)

▼ Additional Information
Below are the additional details about this activity such as facility, location and so on.
Activity status: Active
Code: Who_Wants_to_be_a_Purchase_Card_User?_ORG
Training organization: Department of Labor & Industries (L&I)
Owner: System Admin
Language: English (United States)

▼ Training Credits
Credit hours: 0

From this page, the only way to get back to your transcript is to select the Learning Center stage button.

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1